

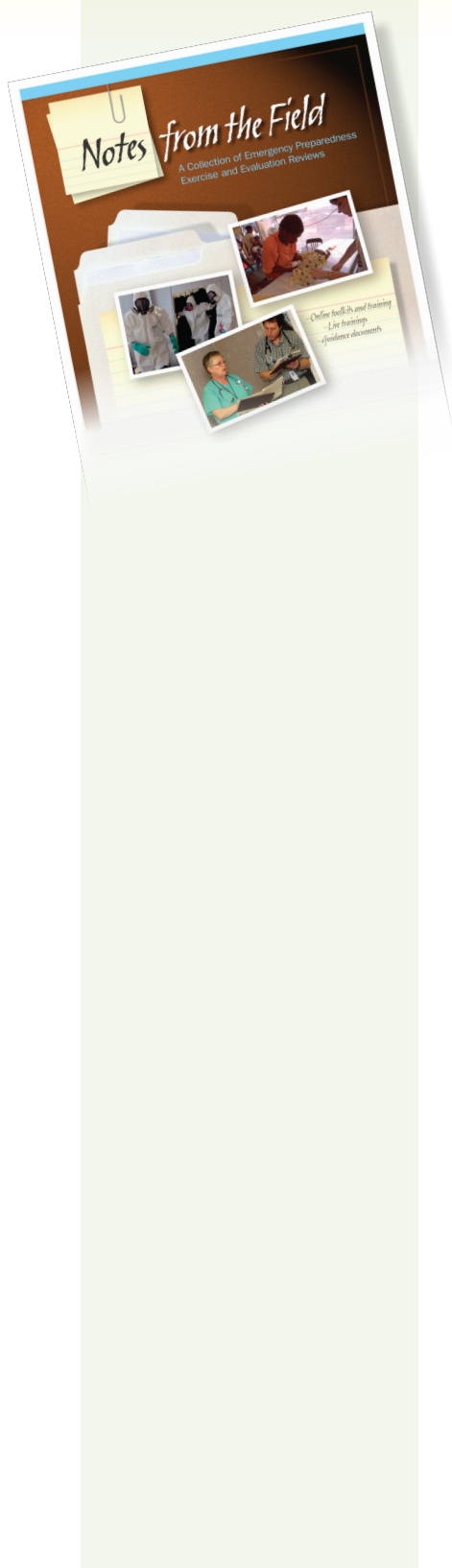
# Notes from the Field

A Collection of Emergency Preparedness  
Exercise and Evaluation Reviews



- Online toolkits and training
- Live trainings
- Guidance documents

**A CRITICAL RESOURCE TO PREPARE AND PLAN FOR EMERGENCY EVENTS**



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**Note:** *Notes from the Field* was prepared by the Exercise and Evaluation Workgroup of the National Association of City and County Health Officials (NACCHO) in collaboration with the Montgomery County, Maryland, Advanced Practice Center (APC). It is designed as a reference tool for local health departments, and is not intended as a comprehensive guide to all exercise and evaluation materials.

# Acknowledgements

I WOULD LIKE TO THANK the Montgomery County, Maryland Advanced Practice Center and members of NACCHO's Exercise and Evaluation Workgroup for their considerable efforts in providing thoughtful and objective reviews of the exercise and evaluation resources contained in this toolkit. In September 2005, NACCHO's Public Health Preparedness Essential Services Committee identified a need to collect resources offering exercises and evaluations for local health departments around the country. These resources would include guidance on developing good objectives for an exercise, a template for after-action reports, and guidance on following up recommendations included in after-action reports. A workgroup was convened, and its hard work and commitment culminated with the publication of this document in May 2007. I know I speak for the entire committee when I say that I am grateful for the collaboration and collegial spirit that infused this effort. I hope that this manual will be beneficial to the ongoing, lifesaving work of local health departments.

## **NACCHO Exercise and Evaluation Workgroup, 2005-2007:**

- Kay Aaby, RN, MPH Montgomery County Department of Health and Human Services, Maryland
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NACCHO also acknowledges the contributions of Rachel Abbey, Betsy Burroughs and Lynn Cook from the Montgomery County Advanced Practice Center in the development of this document.

Sincerely,



Pat Libbey

*Executive Director, NACCHO*



# Introduction

PUBLIC HEALTH EMERGENCY EXERCISES are a critical component to preparing and planning for emergency events. Many state and federal funding streams require local public health agencies to design, implement and evaluate public health exercises. Montgomery County, Maryland Advanced Practice Center for Public Health Emergency Preparedness and Response (Montgomery APC) in conjunction with the National Association of County and City Health Officials (NACCHO) Exercise and Evaluation Workgroup saw a need to compile a document of resources to assist public health emergency planners. The following pages contain peer reviews of a variety of exercise and evaluation documents that have been prepared by a variety of agencies. Reviews took place during late 2006 and early 2007.

There are a range of exercise and evaluation resources included in this document. Local public health practitioners are the primary audience for most, but not all, of the materials. Some are written for first responders, while other are designed for use in a hospital setting. However, all may be adapted for use by local health departments. Other audiences were included in the document because it is critical to understand the roles of other partners in emergency preparedness. The resources in this document may or may not comply with specific requirements related to the Homeland Security Exercise and Evaluation Program (HSEEP), National Incident Management System (NIMS), or Hospital Emergency Incident Command System (HEICS).

Each document has been reviewed by members of the NACCHO Exercise and Evaluation Workgroup on the basis of the following:

- **Resource**—How is the resource applicable to local public health? What components of emergency exercise design, implementation, and evaluation does the resource address?
- **Target Audience**—In cases where the document was not written for local public health practitioners, the review identifies the “primary” target audience. Otherwise, it may be assumed that local public health is the primary target audience.
- **Experience Level**
  - *Beginner*—new to the field of public health emergency preparedness and response
  - *Intermediate*—2 or 3 years of experience in the field of public health emergency preparedness
  - *Advanced*—4 or more years of experience and management level skills in the field of public health emergency preparedness
- **Format**—In what format(s) is the resource available? Are there special computer requirements needed? Is the format of the resource easy to navigate?

Included in each review are the institutional author, date of publication, length, and information on how to obtain the document with contact information where applicable. These exercise and evaluations tools are presented to help local health departments become better prepared for public health emergencies.

*The NACCHO Exercise and Evaluation Workgroup • JUNE 2007*

## FEMA Emergency Management Institute IS-120— An Orientation to Community Disaster Exercises

*Note:* IS-120—An Orientation to Community Disaster Exercises will be retired on or around July 1, 2007. The new IS-120: An Introduction to Exercises will be available on or around July 1, 2007. The current course has been extensively revised and will include a new test.

### INSTITUTIONAL AUTHOR:

Federal Emergency Management Agency

### DATE REVIEWED:

June 14, 2007

### TYPE OF TOOL:

Web-based course

### TARGET AUDIENCE:

State and local health department staff

### EXPERIENCE LEVEL:

Beginner

### SUMMARY:

This is an independent study course that provides an orientation to the fundamental components of exercise design. It consists of a workbook and video designed to be used together. The video is a stop-and-go presentation of about 60 minutes in length. Every so often, the participant is instructed to stop the video and go to the workbook for a pencil and paper activity.

The workbook and video cover the following topics:

- Types of Emergency Exercises
- The Emergency Operations Center
- Exercise Requirements
- The Community Exercise Program
- The Exercise Development Process
- The Functional Exercise: A Closer Look
- Eight Steps in the Exercise Design Process (Several work stops)
- A Preview of the Exercise Design Course

The course provides an introduction to the process of writing a purpose and objectives, and provides examples of good and bad objectives. This is a good first step in the exercise design process. Although it does not address evaluation, someone who masters the fundamentals of these exercises will be better able to design an effective evaluation.

Users can obtain a 1/2" VHS copy of the video from FEMA/EMI or view the video online. It is easy to use.

### LENGTH:

40-page workbook and 60-minute video. Assume five hours to complete.

### COST:

Free

### SPECIAL COMPUTER REQUIREMENTS:

Requires Adobe Acrobat Reader and WinZip utility (needed to download the complete course in one file).

### DATE OF PUBLICATION (COPYRIGHT):

See note above

### GET THIS TOOL

<http://training.fema.gov/EMIWeb/IS/is120.asp>

# FEMA Emergency Management Institute Independent Study 139—Exercise Design

**INSTITUTIONAL AUTHOR:**

Federal Emergency Management Agency

**DATE REVIEWED:**

January 24, 2007

**TYPE OF TOOL:**

Web-based course

**TARGET AUDIENCE:**

Public health professionals in senior leadership positions

**EXPERIENCE LEVEL:**

Beginner to advanced

**SUMMARY:**

The FEMA Independent Study course in Exercise Design is a comprehensive, self-study course that covers all aspects of exercise design. The course is broken up into 11 components that can be taken all at once or one at a time. The course is text-based format, and materials are downloaded. It is not an interactive course like some other FEMA independent study courses. Some additional materials are on the website to assist in developing the documentation for an exercise, including the Exercise Plan, Control Plan, and Evaluation Plan.

This course is ideal for those who are in senior leadership positions, i.e., positions that would bring the public health professional into the exercise development process but would not require him or her to be a fully certified “Exercise Practitioner.” Upon successful completion of the course, students are mailed a certificate from FEMA’s Emergency Management Institute.

This course looks at the various aspects of exercise design, within the context of the design process as a whole. The independent study format allows for flexibility. The all-hazards approach enables the student to obtain knowledge applicable in multiple settings.

**LENGTH:**

10 hours to complete the course

**COST:**

Free

**SPECIAL COMPUTER REQUIREMENTS:**

None

**DATE OF PUBLICATION (COPYRIGHT):**

March 2003

**GET THIS TOOL**

<http://www.training.fema.gov/EMIWeb/IS/is139.asp>

# Homeland Security Exercise and Evaluation Program (HSEEP) Website

**INSTITUTIONAL AUTHOR:**

U.S. Department of Homeland Security

**DATE REVIEWED:**

May 31, 2007

**TYPE OF TOOL:**

Website

**PRIMARY TARGET AUDIENCE:**

Emergency management personnel. Local public health department staff required to comply with HSEEP requirements when designing, implementing, and evaluating public health exercises.

**EXPERIENCE LEVEL:**

Beginner to advanced

**SUMMARY:**

Many state and local governments are required by grant guidances (e.g., Urban Area Security Initiatives [UASI], Homeland Security Grant Program [HSGP], Metropolitan Medical Response System [MMRS], etc.) to conduct Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises. The HSEEP Website compiles many of the resources relating to compliance. HSEEP is a capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. The HSEEP website includes the *HSEEP Toolkit* which is an interactive, on line system for exercise scheduling, design, development, conduct, evaluation and improvement planning. It also includes links to the HSEEP Policy and Guidance Resources Volumes I-V, and to the Lessons Learned Information Sharing on line network which are both referenced on pages 7 and 8. The website has specific links to exercise design and evaluation trainings (IS-120 and IS-139, which are discussed in more detail on pages 4 and 5) as well as additional resources. The Website is a good place to start when looking for specific emergency management documents available through the Federal Emergency Management Agency (FEMA) or Homeland Security; however, it does not provide or link to information specific to public health emergency preparedness. The HSEEP website is easy to navigate and many of the documents are available to download in PDF.

**LENGTH:**

Continually growing

**COST:**

Free

**SPECIAL COMPUTER REQUIREMENTS:**

Requires Adobe Acrobat Reader for some documents.

**DATE OF PUBLICATION (COPYRIGHT):**

Updated regularly. There is a *What's New* section on the homepage, which highlights the most recent updates.

**GET THIS TOOL**

<https://hseep.dhs.gov>

## Homeland Security Exercise and Evaluation Program (HSEEP): Volumes I-V

**INSTITUTIONAL AUTHOR:**

U.S. Department of Homeland Security

**DATE REVIEWED:**

January 25, 2007

**TYPE OF TOOL:**

Policy and Guidance Tool

**PRIMARY TARGET AUDIENCE:**

Emergency responders. Local health department staff who are partnering with other agencies will benefit from this course.

**EXPERIENCE LEVEL:**

Beginner to advanced

**SUMMARY:**

The Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP) is the standard for homeland security exercises. This tool includes a web-based interactive training (HSEEP 101) which provides an introduction and overview into HSEEP terminology and the eight-step HSEEP exercise evaluation methodology or process. This tool can assist public health planners to adhere to specific HSEEP-mandated practices in designing, implementing, and evaluating public health emergency exercises.

The policy and guidance tool is a large, five volume, Web-based document. It is a key resource for those involved with the exercise and evaluation process, and will likely to be a part of the exercise process in their home jurisdictions. The Web-based format includes a variety of multi-media and interactive features (particularly in Volume IV). This tool is centered on the HSEEP doctrine. Along with the all-hazards approach, it is very appropriate for a variety of professional audiences including local health departments.

The HSEEP policy and guidance tool is user-friendly. It allows the user to search for, review, and simulate exercises and the corresponding best practices, lessons learned, planning activities, evaluation methodologies, and after action review formats. Its step-by-step process is an excellent guide for any organization.

**LENGTH:**

Five volumes, with the first three volumes as PDF documents averaging 50 pages each. Volume IV is a library of exercise resources and documents. Volume V allows the user to provide feedback and comments on specific HSEEP exercise documents.

**COST:**

Free

**SPECIAL COMPUTER REQUIREMENTS:**

Requires Adobe Acrobat Reader

**DATE OF PUBLICATION (COPYRIGHT):**

2006–2007 (continually revised)

**CONTACT:**

hseep@dhs.gov

**GET THIS TOOL**

<https://hseep.dhs.gov>



## Lessons Learned Information Sharing (LLIS)

**INSTITUTIONAL AUTHOR:**

U.S. Department of Homeland Security

**DATE OF PUBLICATION (COPYRIGHT):**

Updated regularly

**DATE REVIEWED:**

January 26, 2007

**TYPE OF TOOL:**

Website

**PRIMARY TARGET AUDIENCE:**

Emergency management personnel and homeland security officials

**EXPERIENCE LEVEL:**

Beginner to advanced

**SUMMARY:**

LLIS is a Website where emergency management personnel communicate with one another through message boards, list serves, and posting case studies. All content comes from users. There is a page devoted to Exercise Planning and Program Management addressing various aspects of exercise evaluation such as training and recruitment of evaluators, communications, and the development of an evaluation plan. The site also includes exercise-related news and stories.

The site allows users to search for documents by state or by topic, and includes message boards and a list serve so that users can interact with one another. It has good insights from emergency management professionals across the country. The site also provides links to the official Homeland Security Exercise and Evaluation Program (HSEEP) and other guidance documents. It provides a means for emergency management officials to share their lessons learned.

**LENGTH:**

Continually growing

**COST:**

Free

**SPECIAL COMPUTER REQUIREMENTS:**

This is not a direct link. Users must register first to obtain a username and password that will allow access to the data. All users must be verified emergency management personnel. Anyone can view the prototype site at [www.llis.gov](http://www.llis.gov).

**GET THIS TOOL**

<http://www.llis.gov>

## Public Health Preparedness Database

**INSTITUTIONAL AUTHOR:**

Rand Corporation

**DATE OF PUBLICATION (COPYRIGHT):**

Unknown

**DATE REVIEWED:**

January 26, 2007

**TYPE OF TOOL:**

Database

**GET THIS TOOL**

<http://www.rand.org/health/projects/php/index.html>

**TARGET AUDIENCE:**

Public health emergency preparedness professionals in large (i.e., statewide) health departments. Some smaller scale exercises are included.

**EXPERIENCE LEVEL:**

Beginner to advanced

**SUMMARY:**

This is a searchable database of public health exercises which RAND has evaluated and rated. The database explains the process by which RAND conducted the evaluations and provides detailed instructions about how to search the database. There is no rating of the evaluation component of any of the exercises. It provides minimal information on how to do exercise evaluation.

The exercises in the database were selected based on the type and completeness of documentation that was available to RAND researchers. The database is not useful for planning or conducting exercise evaluation. It is somewhat useful for evaluating an exercise after the fact and for using findings to improve future exercises. The database does provide links in some cases to after action reports and exercise plans that may be used as references when developing an evaluation plan.

The database is appropriate for public health professionals who are looking for examples of good public health exercises. The Website is friendly and easy to navigate with explanations about how to search and what is included and why.

**LENGTH:**

This is a large searchable database containing an unknown number of exercises in a variety of categories.

**COST:**

Free

**SPECIAL COMPUTER REQUIREMENTS:**

None

# Public Health Emergency Exercise Toolkit: Planning, Designing, Conducting, and Evaluating Local Public Health Emergency Exercises

## INSTITUTIONAL AUTHOR:

Columbia University School of Nursing, Center for Health Policy

## DATE REVIEWED:

January 30, 2007

## TYPE OF TOOL:

Web-based toolkit

## PRIMARY TARGET AUDIENCE:

Local health department staff

## EXPERIENCE LEVEL:

Beginner through advanced (must have a general knowledge of public health exercise planning)

## SUMMARY:

This toolkit is intended to help local health department staff develop, implement, and evaluate preparedness exercises. It contains templates, forms and checklists to guide public health emergency planners through the exercise process. The kit pays particular attention to identifying objectives during the planning stage. The materials in this toolkit are consistent with the U.S. Department of Homeland Security's Office of Domestic Preparedness (ODP) and the Homeland Security Exercise and Evaluation Program (HSEEP).

The materials are applicable for all local health departments; however, the kit does not address the resources needed to plan, implement and evaluate a public health preparedness exercise, or the partners that need to be involved. It is a useful tool for exercise evaluation because it reinforces that it is the most important step in the exercise planning. The toolkit suggests that the evaluation should include portions that address the following for a local health department:

- Exercise process
- Emergency plan
- Ability to fulfill the plan
- Speed at which portions of the plan can be implemented
- Efficiency with which some portions of the plan can be carried out
- Competency of the staff in specific roles.

The forms and templates of evaluation documents and examples of how to use them are very useful. These are

available in the appendices. The exercise toolkit is current, appropriate, and applicable to public health. It is available online in a downloadable PDF format, and can also be ordered in hard copy.

*The Public Health Emergency Exercise Toolkit* is comprehensive and easy to understand. The format is user-friendly and easy to follow. The toolkit serves as an excellent reference to understanding the exercise process and provides examples of forms and documentation needed. However, additional training prior to using this toolkit would be helpful. No time frame is provided for planning or conducting exercises.

## LENGTH:

80 pages

## COST:

Free

## SPECIAL COMPUTER REQUIREMENTS:

Requires Adobe Acrobat Reader

## DATE OF PUBLICATION (COPYRIGHT):

June 2006

## CONTACT:

Kristine M. Gebbie, DrPH, RN kmg24@columbia.edu (212) 305-1794

## GET THIS TOOL

[http://www.cumc.columbia.edu/dept/nursing/chphsr/pdf/PublicHealthBooklet\\_060803.pdf](http://www.cumc.columbia.edu/dept/nursing/chphsr/pdf/PublicHealthBooklet_060803.pdf)

A hard copy may be ordered as well.

# Public Health Preparedness Exercises: From Design to Evaluation

## INSTITUTIONAL AUTHOR:

Johns Hopkins Center for Public Health Preparedness, Johns Hopkins Bloomberg School of Public Health

## DATE REVIEWED:

January 26, 2007

## TYPE OF TOOL:

Web-based presentation

## TARGET AUDIENCE:

Public health professionals at the local, state, and federal levels

## EXPERIENCE LEVEL:

Beginner to intermediate. Advanced practitioners of public health preparedness may find this too basic.

## SUMMARY:

This is an online audio and slide presentation that addresses the design, implementation, and evaluation of public health emergency preparedness exercises. It discusses the importance of examining design and evaluation during the three phases of development: pre-exercise, exercise, and post-exercise. Writing goals and objectives, scenario development, roles and responsibilities, after action reports, and the purpose of a “hotwash” are some of the topics addressed.

Presentations provide an excellent overview of the exercise design and evaluation process. This tool would be useful for those who are new to the field of public health preparedness exercises. The presentations walk the participant step-by-step through the process, and outline the critical elements in each of the three phases. Public health professionals already comfortable with the basic process might find that it does not provide enough examples or details.

The content is appropriate for public health and appears current and up-to-date. The presentation is user-friendly and easy to navigate. After each segment, there is a post knowledge assessment of five or six questions.

## LENGTH:

Three segments ranging from 16 to 23 minutes each. Participants may stop at the end of each segment.

## COST:

Free

## SPECIAL COMPUTER REQUIREMENTS:

Special requirements described on the website. Registration required.

## DATE OF PUBLICATION (COPYRIGHT):

Unknown

## GET THIS TOOL

<http://www.jhsph.edu/preparedness/Training/> or contact Natalie Crowe at [ncrowe@jhsph.edu](mailto:ncrowe@jhsph.edu), (443) 287-6735

# Toolkit to Assist Public Health in Conducting Preparedness Exercises

## INSTITUTIONAL AUTHOR:

Harvard University School of Public Health

## DATE REVIEWED:

December 26, 2006

## TYPE OF TOOL:

Web-based toolkit

## PRIMARY TARGET AUDIENCE:

Local health department staff

## EXPERIENCE LEVEL:

Beginner to advanced

## SUMMARY:

This toolkit summarizes the federal guidance on preparedness exercises and makes this information readily accessible to local health departments. The detailed background information and instructions are specifically intended to guide local health departments through the process of developing their own successful exercise programs. Additionally, the toolkit provides ready-made exercises that communities can conduct themselves with local partners.

This toolkit is designed to enable local public health officials to conduct standardized preparedness exercises without draining excessive amounts of time and energy from critical daily responsibilities. The toolkit contains scenarios and sample exercises that are designed to test the critical actions of local public health departments as part of a community emergency or disaster response. These scenarios are further designed to allow for the inclusion of other community partners such as public safety (fire, police, EMS), municipal government, hospitals and other health care organizations. This design is meant to ensure that public health emergency planning is integrated into broader community disaster plans, and to allow for an improved understanding of the roles each service should play in a catastrophic event.

With sections titled “Overview of an Exercise Program,” “Implementing an Exercise,” and “Assessment of Exercises,” the exercises in this toolkit fit together in a cohesive program.

The toolkit allows users to progress through four different levels of an exercise program. 1) **Drills** are used to test a single specified operation, such as activating a notification system. 2) **Table Top Exercises** allow the participants to identify gaps in planning through discussion without actually deploying staff or resources. 3) **Functional Exercises** allow participants to simulate their actual response activities in an operations center of command post although no resources or deployments are actually used. 4) **Full Scale Exercises** are

the most realistic, allowing participants to actually deploy and perform their emergency or recovery duties in a simulated emergency in order to assess their capabilities. According to the toolkit, all of the exercises should be undertaken in a step-wise format: drills, table tops, functional and full-scale exercises, so that each event builds on the skills and lessons learned from prior experiences.

The toolkit stresses that each local health authority needs to tailor a specific exercise program to its own capabilities, personnel, resources, and funding. It also stresses that the exercise program be relevant to an organization based on realistic assessments, and that it be tailored to fit the hazards or emergencies the organization is most likely to face.

The most important aspects of this toolkit are its training in the proper use of controllers and evaluators, and the assessment of the exercise. It provides blank checklists for controllers and evaluators that allow for standardization. In addition, it defines the terms “hotwash,” “after action report,” and “improvement plan.”

The last page contains a number of references and links to allow registrants to gain access to information and data outside of the Harvard School of Public Health. The toolkit is simple, accurate, and easy to understand. It is an excellent resource for local health department staff.

## LENGTH:

10 pages

## COST:

Free

## SPECIAL COMPUTER REQUIREMENTS:

Requires Adobe Acrobat Reader to view or download the introduction and overview of the toolkit. User must navigate to related websites to secure specific material or data needed to complete the exercises.

## DATE OF PUBLICATION (COPYRIGHT):

2005

## CONTACT:

hcphp@hsph.harvard.edu (state “Exercise Toolkit” in the subject line)

## GET THIS TOOL

<http://www.hsph.harvard.edu/hcphp/products/exercises/index.html>



# FEMA Comprehensive Exercise Curriculum (CEC), Master Exercise Practitioner Program (MEPP)

## INSTITUTIONAL AUTHOR:

Federal Emergency Management Agency

## DATE REVIEWED:

January 25, 2007

## TYPE OF TOOL:

Live residence training

## TARGET AUDIENCE:

Emergency management personnel (not limited to public health)

## EXPERIENCE LEVEL:

Advanced

## SUMMARY:

The program consists of three one-week courses at The National Emergency Training Center (NETC) in Emmitsburg, Maryland. Courses are also periodically offered at the Noble Training Center in Anniston, Alabama. This comprehensive program covers all aspects of design and evaluation of an exercise, as well as recruiting and training evaluators and drafting and delivering after action findings. In addition to the live trainings, materials are available online to assist in developing an exercise including: Exercise Plan, Control Plan, Evaluation Plan, After Action Report, and Master Scenario Events List (MSEL). Participants are given a certificate after each course, and a “Master Exercise Practitioner” certificate after completion of the program.

The courses that make up the program are:

- E132 Exercise Design and Evaluation
- E133 Exercise Control and Simulation
- E136 Exercise Development

This program requires a basic understanding of exercises, and has a pre-requisite of either independent study course IS-139 (see page XX) or IS-120, An Orientation to Community Disaster Exercises (through DHS). The program brings together professionals across the country, creating the opportunity for student collaboration and networking. The course is interdisciplinary, focusing on a variety of first responders.

The student will conclude the course with a high degree of competency in developing and/or managing an exercise as well as in implementing corrective actions. In addition, the student will receive a broad understanding of potential

exercise participants and a network of fellow students who will also be “Master Exercise Practitioners.”

The program is not exclusive to the health and medical areas, therefore the focus may be broader than is relevant for the average public health practitioner. The local health department staff person should expect to learn a wide array of exercise skills, and may not play the role of the public health professional in the role playing exercises.

The exercises are conducted using a fictitious “model community” that may or may not be representative of home jurisdictions.

## LENGTH:

Three one-week courses in the Emmitsburg, Maryland or Anniston, Alabama residence training facility (one week per fiscal quarter for three consecutive quarters). There are some additional assignments between sessions.

## COST:

There are no tuition fees for on campus or off-site courses. All instruction, course materials, and housing (for most participants) are provided at no cost. Flights are booked by the student and reimbursed by FEMA. Transportation from the airport to the training site is provided. All participants are responsible for the cost of cafeteria meals provided (estimated at \$125.00 per week) and for personal, incidental expenses.

## SPECIAL COMPUTER REQUIREMENTS:

Participants must download and fill out either of the General Admission Applications (FEMA Form 75-5):

- Screen Fillable (Acrobat 2.1 and above) 445 KB PDF
- Non-fillable Form (Acrobat 2.1 and above) 114 KB PDF

This application must be coordinated, reviewed, and approved by:

- The head of the applicant’s sponsoring organization,
- The appropriate State Emergency Management Agency, or
- The NETC Admissions Office.

## DATE OF PUBLICATION:

Various (2001-present)

## GET THIS TOOL

<http://training.fema.gov/> (EMI Programs and Activities/EMI Featured Programs)

## Ohio State University Center for Public Health Preparedness

**INSTITUTIONAL AUTHOR:**

Ohio State Center for Public Health Preparedness

**COST:**

Free, with some exceptions

**DATE REVIEWED:**

January 10, 2007

**SPECIAL COMPUTER REQUIREMENTS:**

None

**TYPE OF TOOL:**

On- and off-site trainings

**DATE OF PUBLICATION:**

Ongoing

**TARGET AUDIENCE:**

Local health department staff

**CONTACT:**

Shoshana Shelton: (614) 292-1940

**EXPERIENCE LEVEL:**

Beginner to advanced

**GET THIS TOOL**

<http://www.sph.osu.edu/cphp/>

**SUMMARY:**

The Ohio State University Center for Public Health Preparedness (OCPHP) was established in 2004 by a grant from the Centers for Disease Control and Prevention. It is part of the national network of centers developed to prepare the public health workforce for natural and manmade emergencies. The Center has developed a variety of trainings on exercise design and evaluation including a one-day exercise design course delivered throughout Ohio. OCPHP also responds to requests for technical assistance, consultation, and training for specific aspects of exercise design and evaluation. Recent initiatives have been focused on training controllers and evaluators to support functional exercises and assisting health departments develop Continuity of Operations (COOP) exercises.

OCPHP is an engaged member of the public health preparedness community and has considerable experience in providing technical assistance, trainings, and other services and resources to time and/or resource-constrained health departments. The center retains a high level of staff competency, including members who are certified under FEMA's Master Exercise Practitioner Program (MEPP).

OCPHP has done the majority of its work in Ohio, but it is not restricted to working within Ohio and could be a resource for health departments in any geographic region. Currently, most of the resources are available only by contacting the center. The Website includes a quarterly newsletter, training schedules, and other materials. OCPHP has a depth of other resources such as presentations, trainings, and live consultation.

**LENGTH:**

Various

## Evaluation of Hospital Disaster Drills

### INSTITUTIONAL AUTHOR:

Agency for Healthcare Research and Quality/Johns Hopkins University

### DATE REVIEWED:

January 26, 2007

### TYPE OF TOOL:

Downloadable evaluation instruments

### PRIMARY TARGET AUDIENCE:

Hospitals, but would be applicable to local health departments if partnering with hospitals on an exercise

### EXPERIENCE LEVEL:

Beginner to advanced

### SUMMARY:

This easy-to-follow Website contains a variety of evaluation instruments intended to assess the impact of hospital disaster drills. Hospital disaster drill evaluations can provide a learning opportunity for all who participate in a planned drill. They can be used to identify strengths and weaknesses in hospital disaster drills, and the results gained from evaluation should be applied to further training and drill planning.

The “modules” are actually downloadable forms that are filled out as the disaster drill is in progress. The modules address pre-exercise planning, data collection during the exercise, and post-exercise debriefings and reports. In addition, the website includes spreadsheets, tables and figures to support each step of the exercise evaluation process. It also provides information about the selection and training of evaluators and the role of the evaluation coordinator.

The modules are designed for hospitals, but many of the questions and items on the evaluation forms are generic enough to be incorporated into public health exercises as well. The forms can be adapted to any setting, rural, urban, suburban, etc., and are useful for documenting everything that happens during an exercise. This Website does not provide guidance on exercise design; it is specific to exercise evaluation. It was developed in 2002-03 and may not be updated to comply with Homeland Security Exercise and Evaluation Program (HSEEP), National Incident Management System (NIMS), or Hospital Emergency Incident Command System (HEICS) requirements.

### LENGTH:

Approximately 30 pages, including appendices

### COST:

Free

### SPECIAL COMPUTER REQUIREMENTS:

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# Guide for Contracting Public Health Drills and Exercises

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**TYPE OF TOOL:**

PDF document

**TARGET AUDIENCE:**

State and local health department officials

**EXPERIENCE LEVEL:**

Advanced

**SUMMARY:**

This guide gives public health officials a quick resource to determine if use of a contractor would be effective in any part of an emergency preparedness exercise. It informs state and local health departments on the practice and process of contracting out the function of conducting public health exercises to test emergency preparedness plans. The guide provides an overview of the exercise design and evaluation process, but primarily focuses on:

- Why and when to use a contractor
- Basic principles of contracting
- Basic principles of contract management
- Closing out the contract.

The guide is extremely useful in assisting local and state public health agencies considering contracting with an outside evaluator because it explains the key steps in the process of using a contractor to develop and implement public health preparedness exercises. The guide also provides a few examples such as cost estimates, a contractor scoring sheet, and an initial meeting agenda.

The content of the guide is both appropriate and applicable to public health departments at the state and local levels. It walks the reader step-by-step through the contractual process. It discusses how to write a request for contract, how to advertise for bidders, and how to make the selection. It also discusses how to monitor deliverables, how to hold the contractor accountable, and how to modify the contract. The guide recognizes the different roles and responsibilities in contractual requirements between state and local governments. It is easy to follow and understand.

This guide would not be helpful for someone who wants to know more about public health exercises per se, and some

background knowledge is necessary. It does not include a sample RFC (Request for Contracts) or work plan. The guide states only the general process, recognizing that the details will depend on individual state and local policies.

**LENGTH:**

35 pages

**SPECIAL COMPUTER REQUIREMENTS:**

Adobe Acrobat Reader

**COST:**

Free

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**GET THIS TOOL**

<http://www.ncdp.mailman.columbia.edu/files/contracting.pdf>

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